



EMPLOYMENT OPPORTUNITY

Building Inspector II

Recruitment Number: 04-245

Salary \$3927.06- \$4773.36/Monthly

Filing Deadline: 5 PM, FRIDAY, AUGUST 13, 2004

POSITION SUMMARY

The Building Inspector II performs inspections of commercial, industrial and residential buildings at various stages of construction, alteration and repair for conformance with state and local building plumbing, mechanical and electrical codes, ordinances, and regulations: interprets and enforces building codes and issues notices to correct violations; and performs related work as assigned.

ESSENTIAL FUNCTIONS

(Functions may include, but are not limited to, the following): Inspects residential, commercial and industrial buildings, swimming pools, retaining walls and similar structures during all phases of construction, alteration, remodel or repair to ensure compliance with provisions of building, plumbing, mechanical, electrical codes and ordinances, and any other regulation that may apply; ensures that buildings and structures are being constructed in accordance with the building codes and regulations in a safe manner and in accordance with approved plans and specifications by analyzing and interpreting technical codes and reports; prepares certificates of final inspection; issues notices to correct code violations; may issue stop notices; maintains detailed records of all inspections, reviews and interprets technical reports and plan details prior to, during, and following inspections; inspects quality of materials and methods of construction; looks for construction or alterations being performed without proper building permits, and refers them to the appropriate department/section; coordinates with staff in other City departments; advises the public on building regulations and building permit requirements; investigates complaints involving building requirements including disabled access requirements; takes photographs to document violations; reviews building plans to determine compliance with the City's building requirements; provides information to builders, architects and the general public; assists in the instruction and training of less experienced staff; responds to emergency situations in off-hours as required; deals with irate customers in an effective manner; operates City vehicles skillfully and safely; keeps work related records; prepares reports and related correspondence using a desktop and hand held computer; builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Equivalent to: Completion of the twelfth grade and four years of experience as a Building Inspector. An Associate's Degree in Construction Technology or a closely related field may be substituted for two years of experience. Responsible experience at the journey level in the building trades can substitute for one year of experience which can be added to the two years for an Associate's Degree for a total of three years. **License:** Possession of a valid California driver's license. **Certificate:** A valid Building Inspector certificate from the International Code Council (ICC). Note: two of the following must be obtained within two years of employment: Electrical, Plumbing or Mechanical Inspector.

Knowledge, Skills and Abilities: - Knowledge of: principles and practices of examining and interpreting construction design plans, specifications, and working plans, and methods and practices of conducting building inspections; pertinent rules, laws, policies, and codes including the California Building, Plumbing, Mechanical, and Electrical codes; building and related codes and ordinances enforceable by the City; construction terminology, materials and methods used at all stages of construction; mathematical calculations used in plumbing, electrical, mechanical and building trades; safe work methods and safety regulations; principles and practices of customer service and conflict resolution techniques; computer equipment and software applications related to assignment; English usage, spelling, grammar, and punctuation. Ability to: apply technical knowledge and follow proper inspection techniques to examine work and materials; inspect and analyze standard building construction and identify violations; manage time effectively with high volume while maintaining quality of each inspection; research, interpret and apply technical building, electrical, plumbing and mechanical codes; seek outside technical resources as needed; enforce codes and regulations with firmness, tact and impartiality; maintain accurate records, checklists, and logs; prepare correspondence and issue notices; stay abreast of changes in building related codes; drive City vehicles observing legal and defensive driving practices; use initiative and sound independent judgment within established guidelines; deal with irate customers in an effective manner; keep work related records using a computer; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift or carry weight of up to 20 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, walk on scaffolding, and climb up or down slopes and ladders, while conducting field inspections. See in the normal vision range with or without correction, read typical business documents, plans, and computer screens; hear in the normal range with or without correction.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

The City contributes 8% to the Public Employees Retirement System (PERS) for the employee. Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program. Employees will accrue up to 40 furlough hours between their hire date and June 30, 2005.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

Assigned Staff: Cleve Jacobs, (619) 585-5743 cjacobs@ci.chula-vista.ca.us, Revised 7/21/04
An Equal Opportunity Employer

